

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, August 16, 2007 8:30 a.m.

1. Roll Call

Director Granoff called the meeting to order at 8:35 a.m.

Directors present: Michael Corso, Evan Granoff, Richard Lappin, Thomas Niles, Christopher Placco and Maria Ruggieri.

Ex-Officio Members present: Joe DiBattista and Arnell Milhouse.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator: Susan LaPidus, New Board Representative for the Downtown Neighborhood Alliance.

2. Director Ruggieri's Resignation.

Director Granoff announced to the Board that this is Director Ruggieri's last meeting. Due to the fact that she has moved out of the district, she can no longer be the representative for the residents of Downtown on the DID Board.

The entire Board thanked Ms. Ruggieri for her enthusiasm, creativity and commitment to the Downtown Improvement District. It was with

deep sadness that they accepted her resignation and wished her the best in her future endeavors. An open invitation was extended to Ms. Ruggieri so that she could attend future Board meetings.

Sue LaPudis was introduced as the new Board member representing the Downtown Neighborhood Alliance.

3. Approval on the minutes of the July 19, 2007 Board meeting

Director Placco motioned to approve the minutes from the July 19, 2007 board meeting. Director Niles seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Dan Baudouin presented the financials for July 2007. These are the first financial reports for the 2008 fiscal year.

The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly

expenses and maintain a reserve. Mr. Baudouin noted that the cash reserves were higher than usual due to the in flow of payments for invoices due July 24, 2007.

The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on bank balances, and expenses lower than anticipated. Also, additional revenue was generated through the Special Projects Landscaping Project. Those that agreed to be a sponsor of the landscaping project were invoiced in July.

Collections efforts continue. As of this date the collection rate through the fourth quarter of the 2007 fiscal year is at 99%. The collection rate for the first quarter of fiscal year 2008 is at 79%. Past due notices will be sent out on August 24, 2007. The City Collector will do a separate tax sale in the beginning of 2008 for properties that have not paid the DID assessment. Rosemarie Durette is working the City Collector's office to get this process started.

Director Granoff motioned to accept the July 2007 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

5. Marketing Report

Dan Baudouin announced that Joelle Crane will be returning as the Marketing Director. She will be starting on August 20, 2007. One of her first duties will be to produce the DID newsletter.

On August 1, 2007 a press conference was held to roll out the Landscaping Master Plan. Frank LaTorre, Director of Public Space, and speakers from both the private and public sectors were on hand to unveil the completion of phase one.

Our thanks to Sally Turner who was instrumental in putting the press conference together. It was her hard work that made it such a success.

6. Report for Urban Place Consulting & Director of Public Space

Frank LaTorre updated the Board on the landscaping project. Phase one of the Landscaping Master Plan has now been completed. There has been extensive press coverage complementing the DID on it's beatification of Downtown.

Frank Zamarelli and his team were recognized for their hard work in implementing this project.

The management of Providence Place Mall has donated \$2,750.00 to the landscaping project. These funds will be used to plant the median strip along Memorial Boulevard.

Mr. LaTorre, as a founding member of the Hospitality Resource Partnership, was invited to a conference held at the University of Rhode Island's Alton Jones campus to discuss the issue of underage drinking. The conference was hosted by URI president Carothers, and was attended by every college and university in the state. Ideas were shared about the importance of educating students of the dangers of underage drinking, how the HRP and schools could work together on this issue, and of ways to bring alternative venues for students where alcohol is not served.

Dan Baudouin and Frank LaTorre met with representatives from Cox Communications to review utility cuts in the side walks. He was told that work will begin in 60 days to repair the cuts and that they will be replaced with brick.

Engineers working with RIDOT on the sidewalk project met with National Grid to review vaults owned by them. These vaults should not hold up work that is slated to begin in the Spring of 2008. The work will be done in two phases. Phase one will start at Empire St. and go down parts of Washington, Westminster, and Weybosset Streets. The cost of phase one is approximately \$600,000.00. Phase two will include the Financial District. Cost for phase two is not known yet.

On September 6, 2007 there will be a meeting of the Transportation Advisory Committee. This committee structures the financing of RIDOT projects for the fiscal year, which starts October 1, 2007. Dan Baudouin asked the Board to send a formal endorsement to the

Committee for the funding and to emphasize the importance of the sidewalk project.

Director Placco motioned to accept the endorsement. Director Granoff seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

Frank LaTorre will draft a letter for the Chairman to sign.

7. Report from Block- By- Block

Frank Zammarelli presented the statistics for July 2007. He noted that graffiti is less noticeable within the District due to the quick removal of it. Because of this there is less new graffiti as the “artist” move to other areas where it is not removed.

Mr. Zammarelli also mention about Block by Block bi-weekly training sessions. He used the case of a recent missing child to showcase the effectiveness of the training. A frantic mother approached Jennifer Plaziak, a safe team member, stating that her eight year old son was missing. Jen put her training into use, was able to calm the

mother down, and found out that the child had wonder off before and had gone to Providence Place Mall. Jen called the police, gave them the information that she had, and the police located the boy at the food court in the Mall. Congratulations were given for the excellent work.

8. Other Business

9. Adjournment

Director Granoff adjourned the meeting at 9:40a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator